

Brill Church of England School

A Diocese of Oxford Primary Academy

The Firs, Brill, Aylesbury, Buckinghamshire HP18 9RY

Telephone: 01844 237710

E-mail: headteacher@brillschool.org.uk

Headteacher: Mrs Louise White



Dear Parents & Carers

IMPORTANT - POLICY FOR ADMINISTRATION OF MEDICINES IN SCHOOL

The governing body have agreed a policy for the administration of medicines in school. The full policy (Supporting Children with Medical Needs) is available on the Brill School website www.brill.bucks.sch.uk

Key Points:

- It is still preferable for medicines to be administered at home and not during school hours whenever possible.
- A consent form must be completed and countersigned by school staff for any medication your child may need in school hours. A copy is enclosed and should only be completed when your child needs to have medicine in school.
- All medicines must be prescribed, (except in exceptional circumstances) and in the original container with the child's name, the dosage and expiry date clearly visible. If the medication needs to be refrigerated, please supply in the original packaging inside a plastic bag/box clearly labelled with the child's name.
- For long term conditions e.g. asthma or allergies you will need to complete a health care plan and attach a passport sized photograph. The photographs will be used to ensure all staff are aware of children with longer term conditions. Health care plans will need to be updated every September or more often if you child's condition changes.

Next Steps:

- Please read the Supporting Children with Medical Needs Policy on the website. Medicines will only be administered if the relevant consent form has been completed. If your child has a longer term health condition e.g. asthma or an allergy please discuss this at an individual appointment with your child's class teacher and bring the health care plan for completion. A passport sized photograph will be required. This policy is to protect your child and the staff administering medicines at Brill School.

Yours sincerely

Mrs Louise White
Headteacher

